Moderation and Second Marking Policy

Moderation provides opportunity for discussion concerning previously assessed or already marked assessment work.

All assessed work submitted for credit in programs leading to Open University validated awards shall be subject to the policy of Moderation and second marking. This policy is applicable to all modes of assessment.

Responsibilities of moderators:

• Ensuring that all assessments carried out are accurately assessed as per marking criteria.

• Discussion and agreement regarding the awarding of marks or assessment decision

Procedures for Moderation:

- The first marker will provide the follow the standard assessment criteria for the assessment of the course, the grade assigned to each item of assessed work and a brief justification for this grade.
- Second markers will be selected by the Program director from the all Evaluators available in the Institution familiar with the course content. The second marker should test mark a minimum sample of 25% of completed assessments. In all cases the samples should not be lower than five.
- The sample of work for second marking will be prepared by the Program Leader. This sample will comprise all range of assessment work that have been assigned an A grade or a grade below C (40%), and a representative selection of the remaining items of assessed work. The sample should include at least some work that will be sent to external examiners (thereby providing them with evidence that second marking has been carried out).
- The mark should be agreed between the original instructor and the second marker. In cases where it is not possible to reach agreement, In case of difference of more than 20% in 1st marking and 2nd marking, Assessment committee will appoint 3rd Marker for evaluation of assessment work. All items of assessment for that course should be re-marked if the third marker recommends a significant change in the grade assigned to any item of assessed work. In this event, the entire cohort will be subject to the process of re-marking.
- The second marker (or, in case of more than 20% variance, the third marker) should prepare a brief report during the marking process to be sent to the external examiner for that course. This report should explain the basis upon which the assessed work was graded and the procedure adopted for the second (and where relevant the third) marking; provide an analysis of the distribution of marks between students and modes of assessment; identify any issues that were encountered in the assessment problems; and make recommendations for the future assessment of the course.

- In case where program is delivered by more than one tutor, final marking should be peer reviewed by group of tutors; it will ensure that marks have been awarded consistently by all tutors.
- All dissertations and final projects will be moderated.
- For new members of the academic staff should have all their assessments moderated.
- All decisions on grades remain provisional until they have been confirmed at the relevant Board of Examiners.

Assessment report for final stage degrees submitted to the Institutional Approval Committee for Internal Verification then it forwards the report to the External Examiner for their comments before results are issued to students.

Second consideration of assessments enables marked work and feedback to be critically appraised to ensure that the marking criteria have been correctly applied and that feedback to students is constructive. The key objectives of Second consideration are to ensure that assessments carried out are accurately assessed, feedback is provided to students supports their learning and development, and to advise and support assessors.

Generally the Course Tutor will second consider the marking of assessments by tutors within the group of module leaders, with their own marking being second considered by a suitable Academic staff. Sample size of second marking consideration will based on number of assessments and experience of tutor. Assessment committee will ensure that Marking is un-biases and anonymous.

All assessed work submitted for credit in programs leading to Open University validated awards shall be subject to the policy of second marking. This policy extends to all modes of assessment. In implementing the College's policy on second marking, the following procedure will be adopted: